

MONTANA CHEMICAL DEPENDENCY CENTER POLICY AND PROCEDURE MANUAL

Policy Subject: Admission of Montana State Hospital Patients	Related Policies:
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Policy: Admission of Montana State Hospital Patients

Purpose: To outline the procedures and process of those patients transferring from the Montana State Hospital.

Procedure:

- I. Admission packets received from the Montana State Hospital are reviewed by the Chemical Dependency and Mental Health Clinical Supervisors as well as the Nursing Director to assure appropriate admission criteria is met. (All patients coming from the Montana State Hospital will have information packets provided by the hospital regardless of any pre-hospitalization arrangement.)
- II. Once packet approval is made, an interview is arranged with the potential patient. The interview occurs at the Montana Chemical Dependency Center. On occasion, the interview occurs at the Montana State Hospital.
- III. Once final approval is granted, arrival date is coordinated with Montana State Hospital Staff.
- IV. The Montana Chemical Dependency Center clinical staff is informed of the arrival date of the Montana State Hospital patient at the AM Clinical Meeting.
- V. Any patient arriving from the Montana State Hospital will be on therapeutic leave status for their first 14 days at the Montana Chemical Dependency Center. The

Involuntary Court Order remains in effect until formal discharge from the Montana State Hospital occurs. The Therapeutic Leave Form arrives prior or at admission with the patient.

- VI. The assigned Montana Chemical Dependency Center Mental Health Therapist reviews the form, packet information, and contacts the Montana State Hospital Social Worker to coordinate discharge planning. This includes clarifying the actual discharge date from the Montana State Hospital and reviewing discharge plans already in progress.
- VII. Once the Montana Chemical Dependency Center Mental Health Therapist is informed of the formal discharge from the Montana State Hospital, he/she informs the clinical team during the next morning Clinical Meeting. The ADIS code is changed as appropriate.
- VIII. Should a decision be made for a patient on therapeutic leave status to return to the Montana State Hospital, arrangements will be coordinated with the Montana State Hospital Admissions Coordinator or designated party. After hours the Nurse Supervisor at the Montana State Hospital is called. (693-7000).
- IX. Decisions to return a patient are made only after discussion with a member of the Management Team. The decision is based on the patient's behavior and ability to participate in the treatment program, not on the patient's request for return.
- X. If a patient on therapeutic leave status chooses to leave against medical advice and walks out of the building, no efforts will be made to physically detain the patient. Police (911), Montana State Hospital and a member of the Montana Chemical Dependency Management Team are notified. All actions taken are thoroughly documented.

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